University Libraries  
Student Employee Job Description  

Title: Interlibrary Loan 3  
Pay Rate: Advanced  

General Description: Coordinate with Interlibrary Loan staff and direct the work of other student employees to process requests and maintain records of Interlibrary Loan services to the University community and to the general community.

Duties and Responsibilities:  
1. Retrieving books and bound periodicals from Library stacks, basement/on-site storage, and other locations  
2. Locating requested articles within journals, books, and microform  
3. Scanning articles using overhead and flatbed/ADF scanners  
4. Digitizing microform materials  
5. Delivering materials using electronic delivery systems, including ILLiad, Odyssey, and email.  
6. Returning materials to appropriate locations in the Library  
7. Preparing returnable materials for shipment  
8. Checking out returnable materials on Millennium Circulation  
9. Creating brief bibliographic records for circulating borrowed returnables  
10. Providing assistance to Library users and outside institutions by phone and electronic mail.  
11. Utilizing ILLiad ILL system in conjunction with OCLC WorldCat Resource Sharing for lending and borrowing of materials  
12. Interpreting the Libraries’ online catalog or Journal Finder to determine the availability and location of specific publications  
13. Locating license information for electronic publications  
14. Locating policy information for outside institutions  
15. Supervising the work of other students  
16. Evaluating requests for copyright compliance  
17. Identifying and sorting ILL-related items in the mailroom  
18. Leading special projects  
19. Enforcing Library and University policies  

Required Qualifications:  
1. Interlibrary Loan (ILL) students need to be detail-oriented and able to perform tasks both quickly and accurately  
2. Students must be aware of deadlines and dedicated to quick turnaround time on requests  
3. Students must be self-starters, able to work independently with minimal supervision  
4. Currently enrolled in SLIS or IAKM courses
Preferred Qualifications:

1. Scanning and digital document management experience
2. Ability to read foreign languages
3. Availability to work during intersessions
4. Previous library experience.